## Embassy of the United States of America Phnom Penh, Cambodia

October 25, 2012

General Services Office #1, Street 96, Phnom Penh, Cambodia Tel: 023 728 000

Fax: 023 728 400

**Dear Prospective Offerors:** 

SUBJECT: Solicitation SCB600-13-Q-0008 – Request for Quotation for "Conference Room Rental" for the U.S. Embassy in Phnom Penh."

The U.S. Embassy Phnom Penh invites you to submit a quotation for "Conference Room Rental". A detailed requirement is in the enclosure.

Your quotation must be submitted in a sealed envelope marked "Quotation Conference Room for the U.S. Embassy in Phnom Penh" to GSO-Procurement Section, # 1, Street 96, Phnom Penh, CAMBODIA or be sent by email to <a href="mailto:PhnomPenhProcurement@state.gov">PhnomPenhProcurement@state.gov</a> on or before **4:00 PM on November 19, 2012**. No quotation will be accepted after this time.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-18

Late quotations will not be accepted and the evaluation method is the lowest price, technically acceptable (LPTA) method.

Direct any questions regarding this solicitation to <a href="PhnomPenhProcurement@state.gov">PhnomPenhProcurement@state.gov</a> during regular business hours.

Sincerely, Kaul Ashok Contracting Officer

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REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)				THIS RFQ [ ] IS [x] IS NOT A SM SMALL PURCHASE SET-AS:							PAGE 1	OF   	PAGES 3	
1. REQUEST NO. SCB600-13-Q-0					DECLIEGENO			4. CERT UNDE AND/C	RATING					
5A. ISSUED BY American Embassy Phnom Penh #1, St. 96, Sangkat Wat Phnom, Phnom Penh								6. DELIVER BY ( <i>Date</i> ) 1 – 2 weeks after issuing order						
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls									VERY					
NAME				TELEPHONE NUMBER				X FOB DESTINATION OTHER (See Schedule)						
Kaul Ashok				AREA CODE NUMBE			ER							
phnompenhprocurement@state.gov				023 728 000										
	8.	3. TO:				9. DESTINATION								
a. NAME				b. COMPANY				a. NAME OF CONSIGNEE  American Embassy Phnom Penh						
c. STREET ADDRESS							b. STREET ADDRESS # 1, St. 96, Wat Phnom							
d. CITY				e. STATE			f. ZIP CODE	c. CITY Phnom Penh, Cambodia						
								d. STATE						
Oct 25, 2012  ITEM NO. (a)	Det 25, 2012         an           11. SC         TEM NO.           SUPPLIES/S				THEDULE (Include applicable Federal, States SERVICES QUANTITY									
	Conference package for 140 people 10 Day													
Details requirement are in the enclosure following this page														
12 DISCOUNT FOR PROMPT PAYMENT				a. 10 CALENDAR DAYS %			b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %			d. CALEND NUMBE R			
NOTE: Additional provisions and representations [X] are [] are									ied.					
13 NAME AND ADDRESS OF QUOTER							14 SIGNATURE OF PERSON 15 DATE OF QUOTATION							
a. NAME OF QUOTER							AUTHORIZED TO SIGN QUOTATION							
b. STREET ADDRESS							16. SIGNER							
c. COUNTY						a. N.	AME (Type or print	ıl Ashok			b. TELEPHONE			
d. CITY e. STATE				f. ZIP CODE		c. TI	TLE (Type or print	:)	ting Officer			AREA CODE		
												NUMBER		

STANDARD FORM-18

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## Detailed requirements:

- Meeting package on Dec 10-21 2012 (10 Business days)
- Estimate number of participant: 140 pax
- Room set up as per our requirements with conference notepad, pencils, mints and bottled water
- Morning coffee break
- Afternoon coffee break
- Buffet lunch which will be reserved seating at Hotel Restaurant
- Registration table at room entrance
- Head table setup on stage with flower arrangement
- Use of two (2) lectern with microphone (complimentary)
- Use of two (2) LCD projector (complimentary)
- Use of two (2) screen (complimentary)
- Use of two (2) flipchart with flipchart paper and (2) white board with marker (complimentary)
- Use of two (2) standing microphones (complimentary)
- Use of two (2) table microphones (complimentary)
- Use of one (1) interpreter booth (complimentary)
- Free Car Parking

## **Submission of Invoices**

Payment term: Full payment will be made within 30 days upon receipt of the products and invoices.

Invoice: Invoice should be clearly stated Purchase Order (PO) reference number and send to:

Financial Management Officer

#1, St. 96, Sangkat Wat Phnom, Daun Penh

Phnom Penh, Cambodia

Email: PHPVoucher@state.gov

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